



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Attorney User Manual

Release 4.3

November 2015



Contents

| | |
|--|----|
| Introduction | 1 |
| Voucher & Authorization Request Submission | 1 |
| Browser Compatibility..... | 1 |
| Court Appointment | 1 |
| Accessing the CJA eVoucher Program..... | 2 |
| Home Page | 3 |
| Navigating in the CJA eVoucher Program | 4 |
| Customizing the Home Page | 5 |
| My Profile..... | 7 |
| Changing My Profile Username and Password | 8 |
| Attorney Info | 9 |
| Continuing Legal Education | 10 |
| Appointments' List | 12 |
| View Representation..... | 13 |
| CJA 20 Voucher Process Overview | 14 |
| Creating the CJA 20 Voucher | 14 |
| Entering Services..... | 16 |
| Entering Expenses | 18 |
| Claim Status | 21 |
| Documents | 22 |
| Signing and Submitting to Court | 23 |
| CJA-20 Quick Review Panel | 26 |
| Reports and Case Management..... | 27 |
| Defendant Detailed Budget Report | 28 |
| Defendant Summary Report | 29 |
| Submitting an Authorization Request for Expert Services..... | 30 |
| CJA-21 Voucher (Attorney Approval)..... | 34 |
| CJA 24 Transcript Authorizations and Payments | 36 |

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions. The eVoucher program will allow for:

- On-line authorization requests by attorneys for service providers.
- On-line voucher review and submission by the attorney.
- On-line submission to the court.

The program includes the following modules:

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services
- Upload supporting documents to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox , Edge and other browsers may not be used with CJA.

Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log in using your **Username** and **Password** you were provided, and click **Log In**.



The image shows the CJA eVoucher login interface. At the top left is the official seal of the United States District Court for the Eastern District of Wisconsin. To its right, the text 'CJA eVoucher' is displayed in a large, grey font, with 'Electronic Voucher Management System' in a smaller font below it. A dark blue horizontal bar contains the text 'USER LOGIN Release 4.3' in white. Below this bar, the text 'Existing user? Please log in.' is followed by two input fields: 'Username:' and 'Password:'. A 'Log In' button is positioned to the right of the password field. A blue hyperlink 'Forgot your login?' is located below the password field. A vertical dashed line is present to the right of the login fields.


Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords **every 180 days**.

If you forget your username or password, click the **Forgot your Login?** hyperlink.

Enter your **Username** or **Email** address, and click **Recover Logon** to retrieve your information.

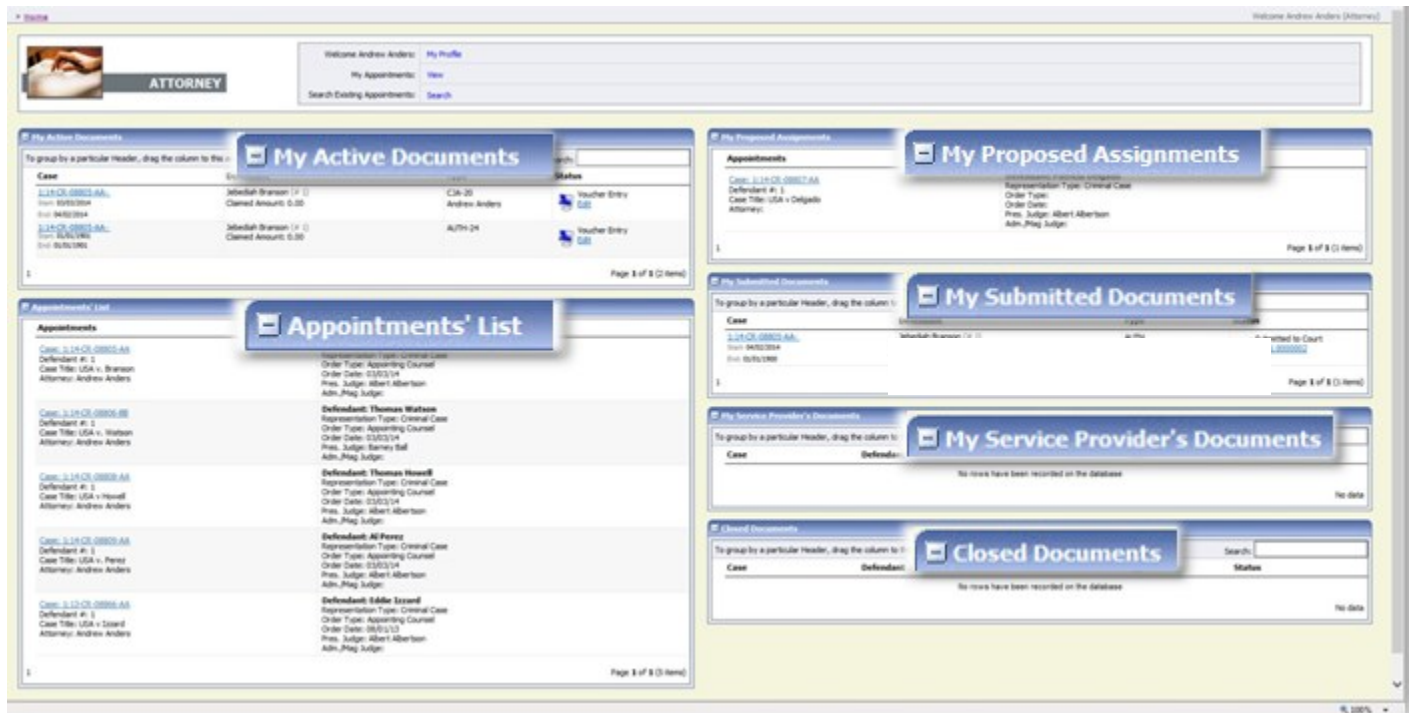


The image shows the 'Forgot your Login?' form. At the top, it says 'Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.' Below this, there are two input fields: 'Username:' and 'Email:'. A red box highlights both input fields and the text 'and/or' between them. Below the input fields is a 'Recover Logon' button, which is also highlighted with a red box.

Home Page

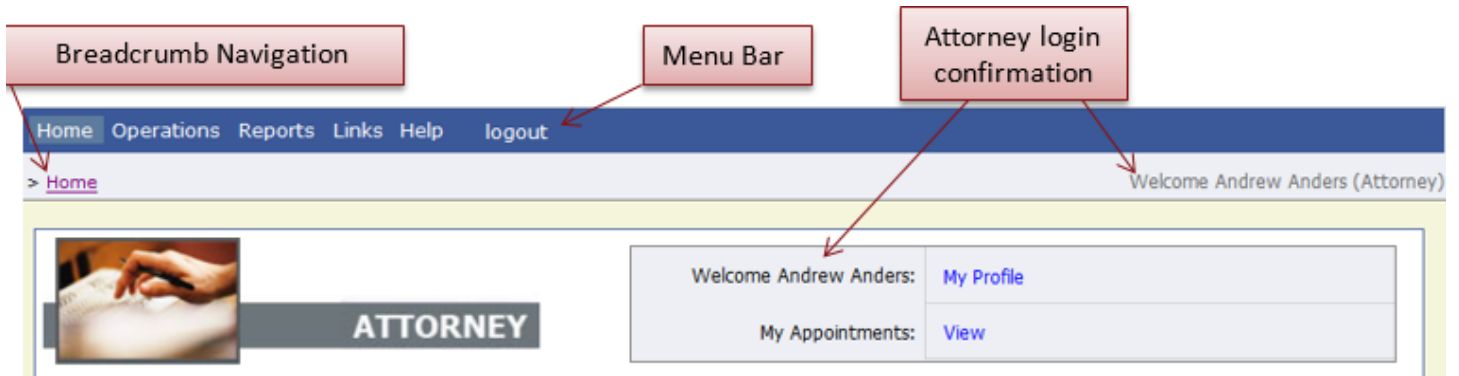
Your home page provides access to all of your appointments and vouchers.

Security prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.



| Folder Descriptions | |
|--|--|
| My Active Documents | Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for you to take action. |
| Appointments' List | Quick reference to all your appointments |
| My Proposed Assignments | ***Not applicable in Eastern District of Wisconsin*** |
| My Submitted Documents | Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder. |
| My Service Provider's Documents | Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none"> • Vouchers in progress by the experts • Vouchers submitted to the attorney for approval and submission to the court • Vouchers signed off by the attorney and submitted to the court for payment |
| Closed Documents | Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page. |



Navigating in the CJA eVoucher Program



| Menu Bar Items | |
|----------------|---|
| Home | The eVoucher home page |
| Operations | Allows you to search for specific appointments |
| Reports | Selected reports you may run on your appointments |
| Links | Hyperlinks to CJA resources: forms, guides, publications, etc. |
| Help | Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" email Privacy Notice |
| Logout | Logs user off the eVoucher program |

Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the **plus sign**  to expand a folder. Click the **minus sign**  to collapse a folder.

Moving Folders

Step
1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A **crosshair** icon  will appear.


Step
2

Drag the folder to the new location and release the mouse.

Sorting: Click the column heading (e.g., **Case**, **Description**, **Type**) to sort in either ascending or descending order.

Resizing of Column

Step
1

Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a **double arrow**  appears.

Step
2

Drag the line in the desired direction to enlarge or reduce the column size.

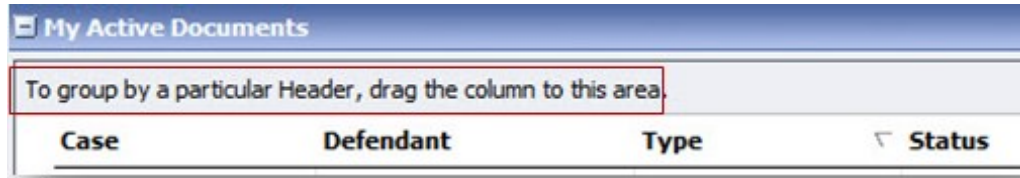
Note: The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (continued)

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the Group Header bar may be sorted in this manner.

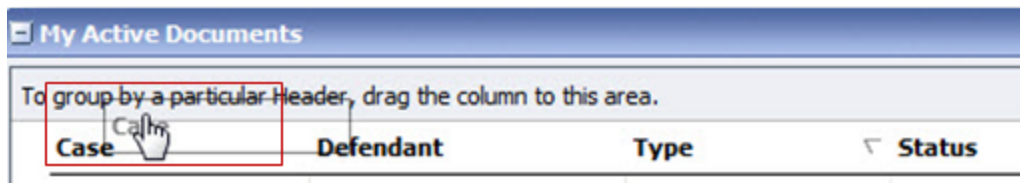
Step
1

Click the header for the column you wish to group.



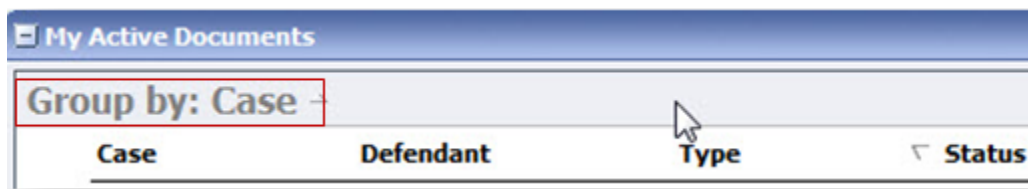
Step
2

Hold the cursor and drag the header to the **Group by: Header** bar.



Step
3

Release the cursor and all the information in that folder will be grouped and sorted by that selection.

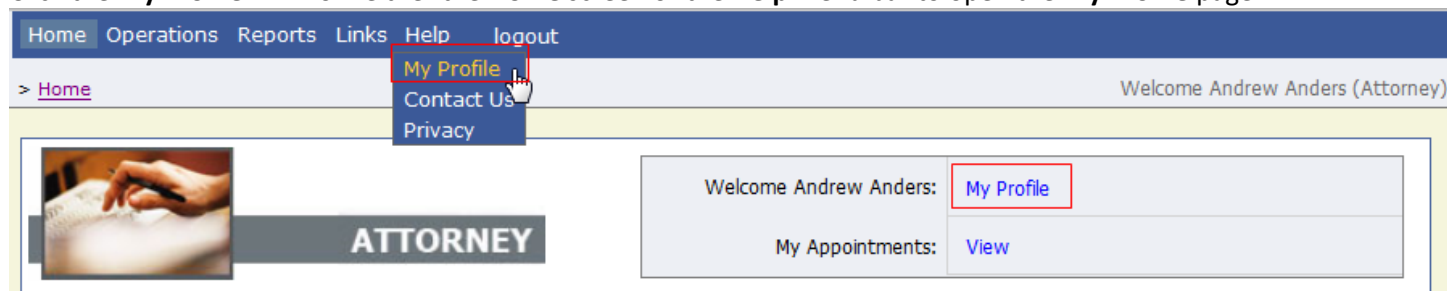


My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section).
- View contact information, phone, e-mail, physical address (Attorney Info section). **Please do not edit.** Contact Clerk's Office for changes to contact or billing information.
- Document any CLE attendance (Continuing Legal Education section).

Click the **My Profile** link from either the **Home** screen or the **Help** menu bar to open the **My Profile** page.



The screenshot shows the 'My Profile' page for 'Andrew Anders (Attorney)'. The page is divided into several sections, each with a title and a description. The sections are: Login Info, Attorney Info, Billing Info, Holding Period, and Continuing Legal Education. Each section has an 'Edit' or 'View' button next to it. The 'Login Info' section shows the username 'Anders'. The 'Attorney Info' section shows contact information including bar number, name, phone, fax, email, and address. The 'Billing Info' section shows the default billing information for 'Andrew Anders'. The 'Holding Period' section shows a period of 1 day. The 'Continuing Legal Education' section shows no information has been stored.

| Section | Description | Action |
|--|--|---|
| Login Info Your Login information | UserName Anders | Edit |
| Attorney Info Your personal info | Bar Number: Your Name: Andrew Anders <i>Your Contact Info:</i> Phone: 210-833-5623 Fax: deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov <i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US | Edit |
| Billing Info List all available billing info records | Your default billing info is: Andrew Anders Billing Code:0101-000001 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax: | Select Add Edit |
| Holding Period | There is 1 period of time during which case cannot be taken. | View |
| Continuing Legal Education | No info has been stored. Please click VIEW to type your info. | View |

Changing My Profile Username and Password

Step
1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders** Edit

Step
2

To change your Username, type the new Username and click [change](#). It will show "The Username has been changed."

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change

Password **** reset

Close

Step
3

To reset your password, click [reset](#).

Step
4

Type the new password and retype it in the **Confirm** field.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change

Password ***** * **Strength: Strong**

Confirm ***** *

Reset cancel

Step
5

Click **Reset** to save.

Step
6

Click **Close** to exit the **Login Info** section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change

Password **** reset

Close

Attorney Info

Step 1

Under the **Attorney Info** section, click **Edit** to access your personal information.

Attorney Info
Your personal info

Bar Number: **12345**
Your Name: **Andrew Anders**

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
Fax:
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
USA

Edit

Step 2

Please contact **Clerk's Office** to update attorney info.

Attorney Info
Your personal info

SSN Instructions:
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

Bar Number

Tax Identification Number:
SSN: 888-44-6666
Confirm: 888-44-6666

First Name Middle Last Name
 Anders

Main Email
 deadmail@support.aotx.uscourts.gov

2nd Email

3rd Email

Phone Cell Phone Fax
 210-833-5623

Address 1 City
 110 Main Street San Antonio

Address 2 State Zip
 TEXAS 78210

Address 3 Country
 UNITED STATES

Save
cancel

Step 3

Click **Save**.

Note:

- Each attorney (except Associates) must have his or her social security number entered into the user profile or they will not be paid.
- The **Country** field will automatically populate **UNITED STATES** unless otherwise indicated.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

Continuing Legal Education

Step
1

Under the **Continuing Legal Education** section, click **View** to access your CLE information.

The screenshot shows a web interface for Continuing Legal Education. On the left is a blue sidebar with the text 'Continuing Legal Education'. The main content area has a light blue header with the same text. To the right of the header, it says 'No info has been stored. Please click VIEW to type your info.' A red box highlights a 'View' button in the top right corner.

Step
2

To add CLE information, click **Add**.

The screenshot shows the 'Add' form for Continuing Legal Education. The left sidebar and header are the same. At the top of the form are buttons for 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red box. Below the buttons is a table with columns: Files, Credit, Date, Hours, and Subject. The table is currently empty, with a message 'No Continuing Legal Education' and 'No data' at the bottom right. A search bar is located to the right of the table headers.

Step
3

Click the **Credit** drop-down menu to select CLE categories.

The screenshot shows the 'Add' form with the 'Credit' drop-down menu open. The 'Credit' menu is highlighted with a red box and shows 'Sentencing-rel' as the selected option. Below the menu, the 'Date' field is set to '05/01/2014', the 'Hours' field is '0', and the 'Description' field is empty. A red box highlights the 'Date', 'Hours', and 'Description' fields. At the bottom, a message says 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

Step
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step
5

Click **Save**.

Note: After information is saved, you'll be able to upload related PDF documents.

Continuing Legal Education (cont'd)

Step
6

Click **Browse** to upload and attach a PDF document.

Step
7

Click **Save**.

All entries will be appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.

| Files. | Credit | Date | Hours | Subject |
|--------|--------------|------------|-------|---------|
| 0 | Sentencin... | 05/15/2014 | 0 | |

Appointments' List

Locate the **Appointments** section under the **Appointments' List** on your home page.

Step
1

Click the case number hyperlink to open the **Appointments** page.

| Appointments | Defendant |
|---|--|
| Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders | Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge: |
| Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders | Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge: |

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Attorney Time Report](#)

Appointment Info

| | | |
|--|--|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | VOUCHER NUMBER |
| 3. MAG. DKT. DEF. NUMBER | 4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA | 5. APPEALS DKT. DEF. NUMBER |
| 6. OTHER DKT. DEF. NUMBER | 7. IN CASE MATTER OF (Case Name) USA v. Branson | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) |
| 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case | |
| 11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | |

Vouchers on File

To group by a particular Header, drag the column to this area. Search:

| Case | Defendant | Type | Status |
|--|--|--|--|
| 1:14-CR-08805-AA Start: 03/03/2014 End: 06/05/2014 | Jebediah Branson (# 1) Claimed Amount: 778.40 | CJA-20 Andrew Anders | Submitted to Court 0101.00000001 INTERIM PAYMENT 1 |
| 1:14-CR-08805-AA Start: 04/02/2014 End: 01/01/1900 | Jebediah Branson (# 1) Claimed Amount: 1,000.00 | AUTH Chemist, Toxicologist | Submitted to Court 0101.00000002 |
| 1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014 | Jebediah Branson (# 1) Approved Amount: 0.00 | AUTH-24 | Voucher Closed 0101.00000026 |
| 1:14-CR-08805-AA Start: 06/15/2014 End: 06/15/2014 | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-21 Luz Garcia Hair, Fiber Expert | Voucher Entry Edit |
| 1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014 | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-24 Teresa Transcripts | Voucher Entry Edit |
| 1:14-CR-08805-AA Start: 01/01/1901 End: 01/01/1901 | Jebediah Branson (# 1) Claimed Amount: 0.00 | AUTH-24 | Voucher Entry Edit |
| 1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014 | Jebediah Branson (# 1) Claimed Amount: 14.50 | CJA-24 Teresa Transcripts | Submitted to Attorney 0101.0000149 |

Page 1 of 1 (7 items)

View Representation

The **View Representation** information will display:


- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step
2

From the **Appointment** page, click **View Representation**.

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

 [View Representation](#)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [logout](#)

Representation

In this page you can access information of an existing representation.

Reports

[Representation Report](#)

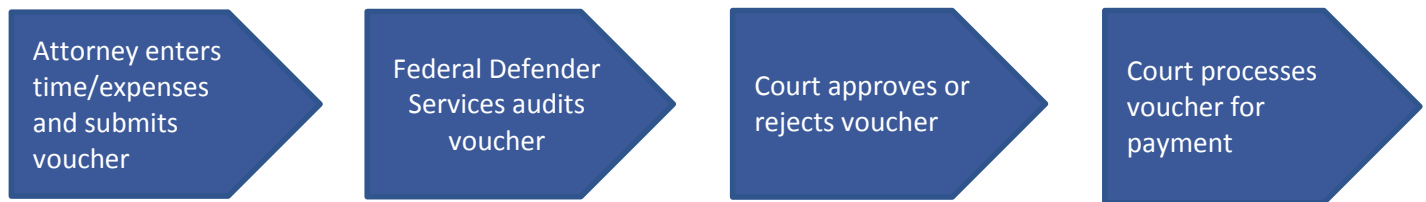
Representation Info

| | | | | | |
|---|---------------|---|----------|---|--|
| 1. CIR./DIST./DIV.CODE 0101 | | 2. PERSON REPRESENTED Jebediah Branson | | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF.NUMBER | | 4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA | | 5. APPEALS. DKT/DEF.NUMBER | |
| 6. OTHER. DKT/DEF.NUMBER | | 7. IN CASE/MATTER OF(Case Name) USA v. Branson | | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | |
| 9. TYPE PERSON REPRESENTED Adult Defendant | | 10. REPRESENTATION TYPE Criminal Case | | 11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES | |
| EXCESS FEE LIMIT \$9,900.00 | | PRESIDING JUDGE Albert Albertson | | MAGISTRATE JUDGE | |
| DESIGNEE | | | | | |
| App.ID | Attorney | Order Type | Order | Email | |
| 2 | Andrew Anders | Appointing Counsel | 03/03/14 | deadmail@support.aotx.uscourts.gov | |

Step
3

Click **Home** on the menu bar at the top of the page.

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

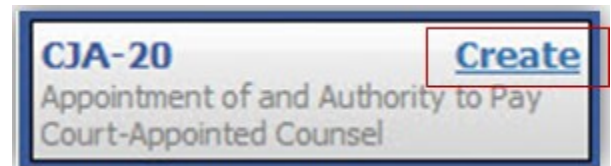
The court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:

All voucher types and documents function primarily the same.

Step
1

From the **Appointment** page, click **Create** from the CJA-20 Voucher template.



The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

CJA-20
 Attorney Enters
 Def.: Jebediah Branson
[Link to CM/ECF](#)
 Voucher #:
 Start Date: 6/11/2014
 End Date: 6/11/2014
 Services: \$0.00
 Expenses: \$0.00
Reports
[Defendant Detail Budget Report](#)
 Detail budget info for defendant
[Form CJA20](#)
[Defendant Summary Budget Report](#)
 Totals only of budget info for defendant

[Basic Info](#)
[Services](#)
[Expenses](#)
[Claim Status](#)
[Documents](#)
[Confirmation](#)

Basic Info

| | | | |
|--|---|---|--|
| 1. CIR./DIST./DIV.CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | VOUCHER NUMBER | |
| 3. MAG. DKT./DEF.NUMBER | 4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA | 5. APPEALS. DKT./DEF.NUMBER | 6. OTHER. DKT./DEF.NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA v. Branson | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case |
| 11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

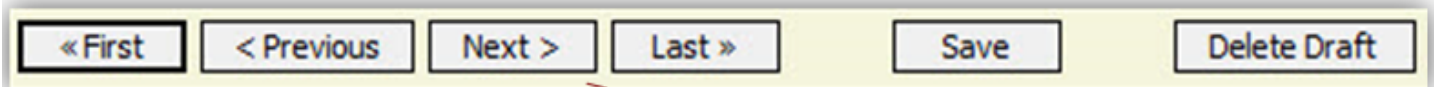
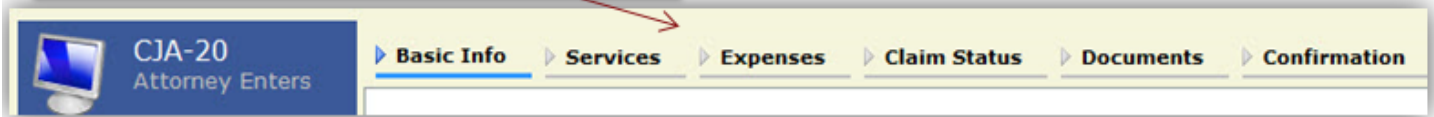
Payment Info

Preferred Payee: **Andrew Anders** ▼
Andrew Anders
 SSN/EIN: ***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

[« First](#)
[< Previous](#)
[Next >](#)
[Last »](#)
[Save](#)
[Delete Draft](#)

Creating the CJA 20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

- The user should save any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking **Delete Draft**.
- The user may navigate using the tab headings or progress bar.

Entering Services

Line-item time entries should be entered on the **Services** tab.
Both In-Court and Out-of-Court time should be recorded on this screen.

Step
2

Click the **Services** tab or click **Next**, located on the progress bar.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically to save your work.

Step
3

Enter the date of the service. The default date is always the current date. You may type in the date or click the **calendar** icon to select a date from the pop-up calendar.

Services (cont'd)

Step 4

From the **Service Type** drop-down menu, select the service type.

Note:

You may add dates in any order. You can sort in chronological order at any time.

Step 5

Enter hours of service in tenths of an hour.

Step 6

Enter a description.

Step 7

Click **ADD**.

Note:

- You may add time in any order.
- Double-click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the **Service Type** section.

| Service Type | Date | Description | Hrs | Rate | Amt |
|----------------------------|------------|---|-----|----------|-------|
| a. Arraignment and/or Plea | 06/11/2014 | First appearance and arraignment of Defendant | 0.5 | 126.0000 | 63.00 |

Step 8

Click the **Date** header. This will sort services according to date.

Step 9

Click **Save**.

Entering Expenses

Step
1

Click the **Expenses** tab or click **Next**.

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: at \$0.5600 per mile.

Amount:

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| No data | | | | | |

« First < Previous Next > Last » Save Delete Draft

Step
2

From the **Expense Type** drop-down menu, select the applicable expense.

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles:

Amount:

* Required Fields

To group by a particular Header, drag the column to this area.

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| No data | | | | | |

« First < Previous Next > Last »

- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

Entering Expenses (cont'd)

Step 3 If **Travel Miles** is selected, enter the round trip mileage.

Step 4 Enter a description in the **Description** field.

Expenses

Date: 6/12/2014 *

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court *

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| No data | | | | | |

« First < Previous Next > Last » Save Delete Draft

Step 5 Click **Add**.

The entry will be added to the voucher and will appear at the bottom of the **Expense Type** section.

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: * at \$0.5600 per mile.

Amount:

Description: *

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------------|--------------------------|------|--------|-------|
| Travel Miles | 06/12/2014 | Travel to and from Court | 20 | 0.5600 | 11.20 |

1 Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

Entering Expenses (cont'd)

Notes:

- If photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Receipt is required for any expenses over \$50
- Remember to click **Add** after each entry.
- Double-click an entry to edit.

Expenses

Date
Description

Expense Type

Miles
at \$0.5600 per mile.

Amount

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|-------------|-----------------------------------|------|--------|-------|
| Photocopies | 06/12/20... | Copies - 100 pages @ .15 per page | 0 | 0 | 15.00 |
| Travel Miles | 06/12/20... | Travel to and from Court | 20 | 0.5600 | 11.20 |

1 Page 1 of 1 (2 items)

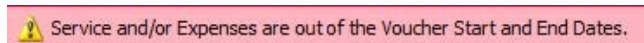
<< First
< Previous
Next >
Last >>
Save
Delete Draft

Step 6 Click the **Date** column header. This will sort expenses according to date.

Step 7 Click **Save**.

Claim Status

Once you begin entering data on the Service and/or Expenses tab, you may receive what looks like an error message:



The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher. **Note:** Start date and end dates cannot be outside of appointment date(s).

Step 1 Click the **Claim Status** tab or click **Next** located on the progress bar.

Step 2 Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.

 The screenshot shows the "Claim Status" form. At the top, there are fields for "Start Date" (06/11/2014) and "End Date" (6/12/2014), each with a calendar icon. Below these is a section titled "* Required Fields". Inside this section, there is a "Payment Claims" area with three radio buttons: "Final Payment", "Interim Payment" (which is selected), and "Supplemental Payment". Next to the "Interim Payment" radio button is a text box containing the number "2" followed by "(payment #) *". Below the "Payment Claims" section are two questions: "1. Have you previously applied to the court for compensation and/or reimbursement for this? If Yes, were you paid?" and "2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?". Each question has "Yes" and "No" radio button options. At the bottom of the form, there are navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft". The "Save" button is highlighted with a red box.

Step 3 Indicate payment type.

Note:

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for period payment (court pre-approval required). If using this type of payment, **indicate the number of this request payment.**
- After the **Final Payment** number has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.

Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **Save**.

Documents

Attorneys (as well as the court) may attach documents.

Attach any documentation that supports the voucher, i.e., travel or other expense receipts, orders from the court.

Step 1 To add an attachment, click **Browse** to locate your file.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

The attachment and description is added to the voucher and appears in the bottom of the **Description** section.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

| Description | Delete | View |
|--------------------|------------------------|----------------------|
| Copies of receipts | Delete | View |

« First < Previous Next > Last »

Step 4 Click **Save**.


Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step
1

Click the **Confirmation** tab or click **Last** on the progress bar.

The **Confirmation** screen appears which reflects all entries from the previous screens.

| Confirmation | | | | | |
|---|----------------------------------|--|--|---|--------|
| 1. CIR. DIST. DIV. CODE 0101 | | 2. PERSON REPRESENTED Jebediah Branson | | VOUCHER NUMBER | |
| 3. MAG. DKT. DEF. NUMBER | | 4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA | | 5. APPEALS DKT. DEF. NUMBER | |
| 6. OTHER DKT. DEF. NUMBER | | 7. IN CASE MATTER OF (Case Name) USA v. Branson | | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | |
| 9. TYPE PERSON REPRESENTED Adult Defendant | | 10. REPRESENTATION TYPE Criminal Case | | | |
| 11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES | | | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel | | |
| 14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001 | | | Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| CLAIMS FOR SERVICES AND EXPENSES | | | FOR COURT USE ONLY | | |
| CATEGORIES | HOURS CLAIMED | TOTAL AMOUNT CLAIMED | ADJUSTED HOURS | ADJUSTED AMOUNT | REVIEW |
| 15. a. Arraignment and/or Plea | 0.5 | \$63.00 | | | |
| b. Bail and Detention Hearing | 0 | \$0.00 | | | |
| c. Motion | 0 | \$0.00 | | | |
| d. Trial | 0 | \$0.00 | | | |
| e. Sentencing Hearings | 0 | \$0.00 | | | |
| f. Revocation Hearings | 0 | \$0.00 | | | |
| g. Appeals Court | 0 | \$0.00 | | | |
| h. Other | 0 | \$0.00 | | | |
| Totals | 0.5 | \$63.00 | | | |
| 16. a. Interviews and Conferences | 0 | \$0.00 | | | |
| b. Obtaining and Reviewing Records | 0 | \$0.00 | | | |
| c. Legal Research and Brief Writing | 0 | \$0.00 | | | |
| d. Travel Time | 0 | \$0.00 | | | |
| e. Investigative or Other Work | 0 | \$0.00 | | | |
| Totals | 0 | \$0.00 | | | |
| 17. Travel Expenses (lodging, parking, meals, mileage, etc.) | | \$11.20 | | | |
| 18. Other Expenses (other than expert, transcripts, etc.) | | \$15.00 | | | |
| GRAND TOTALS (CLAIMED AND ADJUSTED) | | \$89.20 | | | |
| 19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014 | | 20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION | | 21. CASE DISPOSITION | |
| 22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (P) <input type="checkbox"/> Supplemental Payment | | | | | |
| Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation | | | | | |
| I swear or affirm the truth or correctness of the above statements. | | | | | |
| Signature of Attorney: | | | Date Signed: | | |
| APPROVED FOR PAYMENT - COURT USE ONLY | | | | | |
| 23. IN COURT COMP. \$0.00 | 24. OUT OF COURT COMP. \$0.00 | 25. TRAVEL EXPENSES \$0.00 | 26. OTHER EXPENSES \$0.00 | 27. TOTAL AMT. APPR. CERT. \$0.00 | |
| 28. SIGNATURE OF THE PRESIDING JUDGE | | | DATE | | |
| 29. IN COURT COMP. \$0.00 | 30. OUT OF COURT COMP. \$0.00 | 31. TRAVEL EXPENSES \$0.00 | 32. OTHER EXPENSES \$0.00 | 33. TOTAL AMT. APPR. CERT. \$0.00 | |
| 34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount | | | DATE | | |
| 34a. JUDGE CODE | | | | | |
| Attention: The notes you enter will be available to the next approval level. | | | | | |
| Public/Attorney Notes | | | | | |
| <input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: | | | | | |
|  | | | | | |
| <div> « First < Previous Next > Last » Save Delete Draft </div> | | | | | |

Signing and Submitting to Court (cont'd)

Step
2

Verify the information is correct.

Step
3

Scroll to the bottom of the screen.

Step
4

Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any information to the Court in the Public/Attorney Notes section.

Step
5

Click **Submit** to send to the court.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Step
6

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Signing and Submitting to Court (cont'd)

The active voucher is removed from the **My Active Documents** folder and now appears in the **My Submitted Documents** section.

| My Submitted Documents | | | |
|---|--|-------------------------------|---|
| To group by a particular Header, drag the column to this area. | | | Search: <input type="text"/> |
| Case | Defendant | Type | Status |
| 1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014 | Jebediah Branson (# 1) Claimed Amount: 89.20 | CJA-20 Andrew Anders | Submitted to Court 0101.0000150 |
| 1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014 | Jebediah Branson (# 1) Claimed Amount: 778.40 | CJA-20 Andrew Anders | Submitted to Court 0101.0000001 INTERIM PAYMENT 1 |
| 1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900 | Jebediah Branson (# 1) Claimed Amount: 1,000.00 | AUTH Chemist, Toxicologist | Submitted to Court 0101.0000002 |
| 1 | | | Page 1 of 1 (3 items) |

Notes:

- If a voucher is rejected by the court, it will reappear in the **My Documents** section and will be highlighted in gold.

| My Documents | |
|---|--|
| To group by a particular Header, drag the column to this area. | |
| Case | |
| 1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014 | |

- An email message generated by the system will be sent explaining what corrections need to be made.

CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The **Services** and **Expenses** will tally as entries are entered into the voucher.

- Expand the item by clicking the **down arrow (▼)** to reveal specifics.

| Service | Hours | Amt. |
|----------------------------|------------|----------------|
| Arraignment and/or Plea | 0.5 | \$63.00 |
| Bail and Detention Hearing | 0 | \$0.00 |
| Motion Hearings | 0 | \$0.00 |
| Trial | 0 | \$0.00 |
| Sentencing Hearing | 0 | \$0.00 |
| Revocation Hearings | 0 | \$0.00 |
| Appeals Court | 0 | \$0.00 |
| Other | 0 | \$0.00 |
| Totals | 0.5 | \$63.00 |

| Service | Hours | Amt. |
|----------------------------------|------------|---------------|
| Interviews and Conferences | 0 | \$0.00 |
| Obtaining and Reviewing Records | 0 | \$0.00 |
| Legal Research and Brief Writing | 0 | \$0.00 |
| Travel Time | 0 | \$0.00 |
| Investigative and Other Work | 0 | \$0.00 |
| Totals | 0.0 | \$0.00 |

| Expense Type | Amount |
|---------------|----------------|
| Travel Miles | \$11.20 |
| Travel Misc | \$0.00 |
| Totals | \$11.20 |

| Expense Type | Amount |
|-----------------------|----------------|
| Fax | \$0.00 |
| Long Distance Charges | \$0.00 |
| Photocopies | \$15.00 |
| Postage | \$0.00 |
| Other Expenses | \$0.00 |
| Totals | \$15.00 |

Reports and Case Management

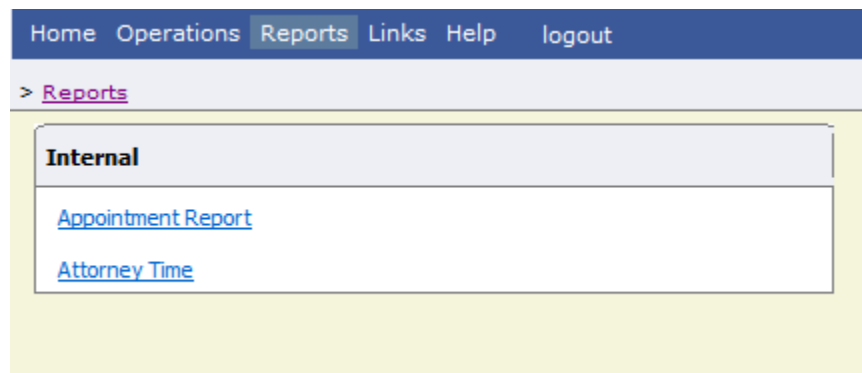
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



Other accessible reports can be found on the menu bar.



Defendant Detailed Budget Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service.

Defendant Detail Budget Report - Attorney 1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case

Budget Amount Requested: \$0.00

Budget Amount Approved: \$9,900.00

| Time Period For Voucher | Voucher Number | Pending | | | | Approved | | | | Amount Remaining | |
|----------------------------|----------------------|---------|----------|----------------|--------|-----------------|----------|--------|------------|------------------|-------------------------------|
| | | Fees | Expenses | | Total | Fees | Expenses | | Total | After Approved | After Approved And Pending |
| | | | Travel | Other | | | Travel | Other | | | |
| Attorney: Andrew Anders | (Appointing Counsel) | Active | | | | | | | | | |
| 09/23/2015 to 09/23/2015 | 0101.0000001 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,350.00 | \$0.00 | \$0.00 | \$6,350.00 | \$3,550.00 | \$3,550.00 |
| 01/01/1901 to 01/01/1901 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,550.00 | \$3,550.00 |
| 01/01/1901 to 01/01/1901 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,550.00 | \$3,550.00 |
| | | | | Total Pending: | \$0.00 | Total Approved: | | | \$6,350.00 | \$3,550.00 | \$3,550.00 |

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

| Time Period For Voucher | Voucher Number | Pending | | | Approved | | | Amount Remaining | | | |
|------------------------------------|-------------------|------------------------------|----------|-------|---------------------------|------|----------|-------------------------|-------|----------------|-------------------------------|
| | | Fees | Expenses | | Total | Fees | Expenses | | Total | After Approved | After Approved And Pending |
| | | | Travel | Other | | | Travel | Other | | | |
| Authorization Number: 0101.0000002 | | Amount Requested: \$1,000.00 | | | Amount Authorized: \$0.00 | | | Attorney: Andrew Anders | | | |
| Specialty: Chemist, Toxicologist | | | | | | | | | | | |

Grand Totals for the Representation Defendant: Jebediah Branson

| NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth | Pending | | | | Approved | | | Combined Total | | |
|--|---------|----------|--------|--------|------------|----------|--------|----------------|----------------------|-------------------|
| | Fees | Expenses | | Total | Fees | Expenses | | Total | Approved and Pending | |
| | | Travel | Other | | | Travel | Other | | Fees | Fees and Expenses |
| | | | | | | | | | | |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,350.00 | \$0.00 | \$0.00 | \$6,350.00 | \$6,350.00 | \$6,350.00 |

Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.

Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

| Counsel Budget Defendant: Jebediah Branson | | | | | | | | | | | |
|--|-------------------|----------------|----------|--------|-----------------|------|------------|------------------|------------|----------------|-------------------------------|
| Type of Representation: | | Criminal Case | | | | | | | | | |
| Budget Amount Requested: | | \$0.00 | | | | | | | | | |
| Budget Amount Approved: | | \$3,900.00 | | | | | | | | | |
| Time Period For Voucher | Voucher Number | Pending | | | Approved | | | Amount Remaining | | | |
| | | Fees | Expenses | | Total | Fees | Expenses | | Total | After Approved | After Approved And Pending |
| | | | Travel | Other | | | Travel | Other | | | |
| Attorney: Andrew Anders (Appointing Counsel) | | Active | | | | | | | | | |
| | | Total Pending: | | \$0.00 | Total Approved: | | \$6,350.00 | \$3,550.00 | \$3,550.00 | | |

| Expert and Other Services Budget - Requiring Authorization | | | | | | | | | Defendant: Jebediah Branson | |
|--|-------------------|------------------------------|----------|---------------------------|----------|-------------------------|----------|------------------|-----------------------------|-------------------------------|
| Time Period For Voucher | Voucher Number | Pending | | | Approved | | | Amount Remaining | | |
| | | Fees | Expenses | | Total | Fees | Expenses | | After Approved | After Approved And Pending |
| | | | Travel | Other | | | Travel | Other | | |
| | | | | | | | | | | |
| Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist | | Amount Requested: \$1,000.00 | | Amount Authorized: \$0.00 | | Attorney: Andrew Anders | | | | |

| Grand Totals for the Representation | | | | | | | | Defendant: Jebediah Branson | | |
|--|---------|----------|--------|--------|------------|----------|--------|-----------------------------|----------------------|-------------------|
| NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth | Pending | | | | Approved | | | Combined Total | | |
| | Fees | Expenses | | Total | Fees | Expenses | | Total | Approved and Pending | |
| | | Travel | Other | | | Travel | Other | | Fees | Fees and Expenses |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,350.00 | \$0.00 | \$0.00 | \$6,350.00 | \$6,350.00 | \$6,350.00 |

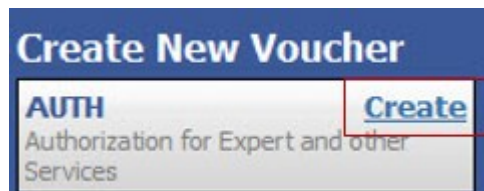
Submitting an Authorization Request for Expert Services

Step
1

Open the **Appointment** record.

Step
2

Click **Create** from the Authorization template.



The **Basic Info** screen will open.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Basic Info Documents Confirmation

Basic Info

| | | | |
|--|---|---|--|
| 1. CIR./DIST./DIV.CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | | VOUCHER NUMBER |
| 3. MAG. DKT./DEF.NUMBER | 4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA | 5. APPEALS. DKT./DEF.NUMBER | 6. OTHER. DKT./DEF.NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA v. Branson | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case |
| 11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

« First < Previous Next > Last » Save Delete Draft

Submitting an Authorization Request for Expert Services (cont'd)

Step 3

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount**
- **Basis of Estimate**
- **Service Type** drop-down list
- **Requested Provider** (if known)

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$

Authorized Amount \$

Basis of Estimate

Description

Service Type

Requested Provider

<< First < Previous Next > Last >> Save Delete Draft

Step 4

Click **Save**.

Step 5

Click the **Supporting Documents** tab or click **Next**.

Submitting an Authorization Request for Expert Services (cont'd)

Step 1 To add the attachment, click **Browse** to locate your file.

Note:

Documents are limited to PDF files, and must be 10 MB or less.

Step 2 In the **Description** field, add a description of the attachment.

Step 3 Click **Upload**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

The attachment and description will be uploaded and appear at the bottom of the **Description** section.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

| Description | Delete | View |
|--|------------------------|----------------------|
| Proposed order | Delete | View |
| Affidavit in Support of Expert Service Request | Delete | View |
| Expert's Curriculum Vitae | Delete | View |

« First < Previous **Next >** Last »

Step 4 Click **Save**.

Submitting an Authorization Request for Expert Services (cont'd)

Step
5

Click **Next**.

The **Confirmation** screen will open.

Step
6

Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any notes to the court in the Public/Attorney Notes section.

Step
7

Click **Submit** to send to the court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step
8

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

CJA-21 Voucher (Attorney Approval)

You will receive email notification from eVoucher when a CJA 21 is awaiting your approval. The document will appear in the My Active Documents section with the status "Submitted to Attorney". Click on the document hyperlink to open the document.

Note:

Invoices for Service Providers should be sent to Federal Defender Services, who will initiate a CJA 21 for you. Once a CJA 21 is initiated in eVoucher, **you'll need to approve the voucher**, after it appears in the **My Active Documents** section.

Step
1

Click the **Services** tab or click **Next** on the progress bar.

Step
2

Review the **Date**, **Hours**, **Rate**, and **Description**.

Step
3

Click **Next**.

The screenshot shows the 'Services' tab in the CJA-21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Hours', 'Rate', and 'Description' fields are empty. Below these fields is a table with columns 'Date', 'Description', 'Hrs', 'Rate', and 'Amt'. The table is currently empty. At the bottom of the form are buttons for 'First', 'Previous', 'Next', 'Last', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Step
4

Click the **Expenses** tab or click **Next** on the progress bar.

Step
5

Review the **Date**, **Expense Type**, **Description** and **Miles**.

Step
6

Click **Next**.

The screenshot shows the 'Expenses' tab in the CJA-21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Expense Type' field is set to 'Travel Miles'. The 'Miles' field is set to 30. The 'Amount' field is set to 16.80. The 'Description' field is set to 'Travel to/from meeting with defendant'. Below these fields is a table with columns 'Expense Type', 'Date', 'Description', 'Mile', 'Rate', and 'Amt'. The table contains one row: 'Travel Miles', '06/19/2014', 'Travel to/from meeting with defendant', '30', '0.5600', '16.80'. At the bottom of the form are buttons for 'First', 'Previous', 'Next', 'Last', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Step
7

Click the **Claim Status** tab or click **Next..**

Step
8

Review the **Start** and **End Date**.

Step
9

Review the **Payment Claims** section.

Step
10

Click **Next**.

The screenshot shows the 'Claim Status' tab with the following details:

- Start Date:** 06/12/2014
- End Date:** 6/19/2014
- Payment Claims:**
 - ☒ Final Payment
 - ☐ Interim Payment (payment #)
 - ☐ Supplemental Payment
- Buttons:** « First, < Previous, Next >, Last », **Save** (highlighted), Delete Draft

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step
11

Click the **Documents** tab or click **Next..**

Step
12

Click **View** to select a PDF file to view.

Step
13

Review the supporting documentation.

The screenshot shows the 'Supporting Documents' tab with the following details:

- File Upload (Only Pdf files of 10MB size or less!)**
 - File:** Browse...
 - Description:**
 - Upload** button
- Document List:**

| Description | Delete | View |
|---------------------|--------|------|
| Invoice from Expert | Delete | View |
- Buttons:** « First, < Previous, Next >, Last », **Save** (highlighted), Delete Draft

Note:

All documents must be submitted in PDF format and must be 10 MB or less.

A confirmation page will appear.

Step
14

Add public notes if necessary.

Step
15

Select the affirmation check box. This will automatically time stamp the voucher.

Step
16

Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted to the court for judge approval.

CJA 24 Transcript Authorizations and Payments

1. All transcript requests should be submitted to the District Court Clerk's Office, attn: Court Reporter Supervisor, using the court's Transcript Request Form. Transcript Request Forms and additional information can be found on the court's website at: <http://www.wied.uscourts.gov/transcript-requests>
2. Clerk's Office will seek pre-authorization from the presiding judge. Attorneys are notified when court approves or rejects transcript request.
3. Upon court approval, court reporter or transcriber will begin transcript preparation.
4. Once the transcript is prepared and a claim is submitted by the court reporter/transcriber, it will appear in My Active Documents with a type "CJA-24" and the name of the court reporter. The Status will appear as "Submitted to Attorney".
5. Click the document number hyperlink, review, check the "I certify" box and click "Approve". The claim will move to the "My Service Provider's Documents" section with a status of "Submitted to Court".